

Pre-Bid Conference Minutes
RICA Baltimore
605 S. Chapel Gate Lane, Baltimore, MD 21229
in Conference Room C
Date: June 26, 2019
Time: 10:30 a.m.

“Individual One-to-One Student Aide Service”
MDH/OPASS 20-18172
eMM# MDM0031045519

Mr. Bryan Mroz, CEO at RICA-Baltimore, opened the meeting at approximately 10:35 a.m. He thanked everyone for attending and provided some background information regarding RICA – Baltimore and the services provided at the facility, as well as, the purpose for the resulting Contract.

Introduction

Everyone was asked to introduce themselves.

Attendees

Everyone was asked to sign in (see attached)

Procurement Overview

Ms. Theresa Ammons, Contract Officer, with the Office of Procurement and Support Services (OPASS) stated gave an overview of the procurement process. The solicitation is was for Individual One-to-One Student Aide Service for the Education Department at RICA-Baltimore and it is for five (5) year period with no renewal options. The Department intends to make a single award as a result of this IFB. MBE and VSBE goals were not established for the resulting contract. We anticipate the contract to begin on October 1, 2019, however that date may change. Ms. Ammons asked attendees to sign the Sign-In Sheet and to leave a business card if they had any with them.

T. Ammons stated that eMaryland Marketplace (eMM) will be replaced with eMaryland Marketplace Advantage (eMMA) effective July 22, 2019. Everyone is encouraged to register as soon as possible. Only vendors registered on eMMA will be considered for contract award. The Bid Due Date will be extended one (1) week, due to the eMM change. An addendum will be completed to reflect the new date. Bids will be due **Wednesday, July 31, 2019 by 2:00 p.m.**, local time. **POST SCRIPT: The new Bid Due Date Deadline is Wednesday, August 7, 2019.** Bids will be received at 201 West Preston Street, Baltimore, Maryland 21201, Room 416A. Timely submissions are important. Late submissions will not be accepted. If you get your bid there at 2:01 p.m., you are late.

Attendees were asked to carefully review IFB subsection 4.3 – Questions on page 12 regarding how to submit questions subsequent to the Pre-Bid Conference. Questions to the Procurement Officer, Mr. Dana Dembrow, with a copy to the Procurement Coordinator and herself shall be submitted via the solicitation questions email address. Questions should be submitted no later than five (5) days prior to the bid due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the bid due date.

There are three (3) acceptable means to deliver your bid: the US Postal Service, hand delivery (ask for a receipt) and hand delivery by commercial carrier. Please ask your commercial carrier to get a receipt with date/time and name if possible.

On page 17, subsection 4.23 is the payments by Electronic Fund Transfer requirement.

T. Ammons stated that she may be contacted at 410-767-1361, Theresa.ammons@maryland.gov for further questions or if there are any problems.

Questions and Answers

Question: Can a vendor with two (2) companies submit one bid?

Answer: One (1) bid per company may be submitted. (T. Ammons)

Question: Is this a multiple vendor contract?

Answer: No, this is a single award. (T. Ammons)

Question: What happens if a vendor is awarded the contract and does not provide the services?

Answer: We follow protocol, as noted in the contract. (T. Ammons)

Question: Will staff be compensated for training prior to contract start date?

Answer: Prior training is not required. A brief overview will be provided to those individuals by RICA-Baltimore's on-site Supervisor regarding procedures and daily sign-in/sign-out. (B. Mroz)

Question: If the assigned student is absent, what happens to the One-to-One?

Answer: A two (2) hour window is granted for students to show up. If they do not show up, the One-to-One is generally assigned to assist in a classroom or to another student, as necessary. If it is known, in advance, that a student will be absent the Contractor will be notified. (Dr. Lori Thalheimer)

Question: Who is responsible for background and finger printing checks?

Answer: As noted in IFB, section 3.6.2, the Contractor's responsibility. (T. Ammons)

Question: Will this contract be awarded based on the lowest price bid?

Answer: The Contract will be awarded according to IFB section 4.9 Award Basis. A Contract shall be awarded to the responsible bidder submitting a responsive Bid with the most favorable bid price or most favorable evaluated bid price for providing the goods and services as specified in the IFB to the vendor who meets all minimum qualification/requirements and has the lowest rates. (T. Ammons)

Meeting adjourned @ at approximately 11:30 a.m.

Respectfully submitted – Wendy Bazemore, Procurement Coordinator